



CITY OF MANSFIELD

1200 E. Broad St.
Mansfield, TX 76063
mansfieldtexas.gov

Meeting Agenda

City Council

Monday, August 2, 2021

8:00 AM

Council Chambers

SPECIAL MEETING

1. **8:00 A.M. - CALL MEETING TO ORDER**

2. **INVOCATION**

3. **PLEDGE OF ALLEGIANCE**

4. **TEXAS PLEDGE**

"Honor the Texas Flag; I Pledge Allegiance to Thee, Texas, One State Under God; One and Indivisible"

5. **CITIZEN COMMENTS**

Citizens wishing to address the Council on non-public hearing agenda items and items not on the agenda may do so at this time. Due to regulations of the Texas Open Meetings Act, please do not expect a response from the Council as they are not able to do so. THIS WILL BE YOUR ONLY OPPORTUNITY TO SPEAK. All comments are limited to five (5) minutes.

In order to be recognized during the "Citizen Comments" please complete a blue card located at the entrance of the Council Chambers. Please present the card to the Assistant City Secretary prior to the start of the meeting.

6. **COUNCIL ANNOUNCEMENTS**

7. **STAFF COMMENTS**

In addition to matters specifically listed below, Staff comments may include updates on ongoing or proposed projects and address of posted agenda items.

A. **City Manager Report or Authorized Representative**

Current/Future Agenda Items

8. **NEW BUSINESS**

[21-4197](#)

Discussion and Possible Action Considering the Approval of a Community Activation Grant Application made by Coffey Anderson to be funded

through the Community Activation Grant Program or the Hotel/Motel Occupancy Tax Fund

Presenters: Nicolette Allen

Attachments: [Community Activation Grant Program Coffey Anderson Application](#)
[Community Activation Grant Application Supplemental Information](#)
[Coffey Anderson Freedom Fest Final Budget 2021](#)

[21-4200](#) Request for Special Event Permit: Coffey Anderson's Freedom Fest 2021

Presenters: Jason Alexander

Attachments: [Coffey Anderson's Freedom Fest 2021](#)

9. **ADJOURN**

CERTIFICATION

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the August 2, 2021 Special City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, mansfieldtexas.gov, on Thursday, July 29, 2021 prior to 5:00 p.m., in compliance with Chapter 551, Texas Government Code.

Susana Marin, City Secretary

Approved as to form:

City Attorney

DATE OF POSTING: _____ TIME: _____ am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

This facility is ADA compliant. If you plan to attend this public meeting and have a disability that requires special arrangements, please call (817) 473-0211 at least 48 hours in advance. Reasonable accommodation will be made to assist your needs. PLEASE SILENCE ALL PAGERS, CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.



CITY OF MANSFIELD

1200 E. Broad St.
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STAFF REPORT

File Number: 21-4197

Agenda Date: 8/2/2021

Version: 1

Status: New Business

In Control: City Council

File Type: Discussion Item

Agenda Number:

Title

Discussion and Possible Action Considering the Approval of a Community Activation Grant Application made by Coffey Anderson to be funded through the Community Activation Grant Program or the Hotel/Motel Occupancy Tax Fund

Requested Action

To consider the approval or denial of a Community Activation Grant Application and if approved, determine the amount of funding to be awarded.

Recommendation

Defer to City Council.

Description/History

On May 24, 2021 the City of Mansfield passed a resolution creating the Community Activation Grant Program designed to subsidize the fees associated with producing special events, live entertainment production, promotion of local artists, and other community activation efforts.

Justification

N/A

Funding Source

Grant may be funded from the General Fund or Hotel Occupancy Tax Fund; to be determined by City Council.

Prepared By

Nicolette Allen
Historic Downtown Mansfield Coordinator
817-276-4264



HISTORIC DOWNTOWN MANSFIELD COMMUNITY ACTIVATION GRANT APPLICATION

The Historic Downtown Mansfield Community Activation Grant Program is designed to help subsidize the fees associated with producing special events, live entertainment production through AV/sound equipment upgrades, programs that promote local artists, and other community activation efforts within the Historic Downtown Mansfield area. The applications are submitted to the Historic Downtown Coordinator, and upon qualification of eligibility requirements applications will go to City Council for approval. Please contact staff if you have any questions about eligibility or documentation.

Submit Applications to:

Mansfield City Hall
Attn: Nicolette Allen
1200 East Broad St.
Mansfield, Texas 76063

Office: 817-276-4264
Email: historicdowntown@mansfieldtexas.gov

| | |
|---|---|
| Date of Application | 06/24/2021 |
| Business/Organization Name | Coffey Global, LLC |
| Applicant's Name | Coffey Anderson |
| Address | 3960 Pine Leaf Ln. Prosper TX 75078 |
| Phone Number | 818-817-1093 |
| Email | info@coffeyanderson.com |
| Website | www.coffeyanderson.com |
| Tell us about your event (use a separate page if additional space is needed.) | |
| What specific event or activity is being promoted or marketed? | Family Music & Art Festival Coffey Anderson's Patriotic Salute 20th Anniversary of 911 Remembering and Celebrating it's Heroes |

| | |
|---|--|
| How will your event help promote community activation in Historic Downtown Mansfield? | This event will highlight and promote the Historic Downtown Mansfield. This event draw our community as well as surrounding communities to our downtown area. |
| Total amount of funds requested to promote this event or activity | 158,000 |
| Date(s), Time, Location of Event | Sept. 10th & 11th 2021 Friday Sept 10th Springhill Suites, VIP Event 7pm-9pm Saturday Sept 11th Downtown Mansfield(main st) 11am-9pm |
| Total Number of Days of the Event | 2 _____ day(s) Consecutive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Has the Organization/Applicant applied for fund for this event before? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Is this a one time only event or a recurring event? | <input type="checkbox"/> Singular <input checked="" type="checkbox"/> Recurring |
| Is one of the goals of this event to raise funds for charity/scholarship? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, what percentage of funds raised will be donated or given away? 10% _____ |
| Choose the category(ies) that applies to your event or activity: | <input checked="" type="checkbox"/> Music festivals <input checked="" type="checkbox"/> Concerts <input type="checkbox"/> Parades <input checked="" type="checkbox"/> Expos <input checked="" type="checkbox"/> Art shows or events <input checked="" type="checkbox"/> Food festivals and events |

| | <input type="checkbox"/> Holiday events <input type="checkbox"/> Community education events <input type="checkbox"/> Rodeos <input type="checkbox"/> Car Shows <input type="checkbox"/> Other: _____ | | | | | | | | | | | | |
|--|--|------------------|-----------|----------------------------|--|--|--|--|--|--|--|--|--|
| Projected Attendance | 10,000-15,000 | | | | | | | | | | | | |
| Previous Year's Attendance <i>(put N/A if not applicable)</i> | N/A | | | | | | | | | | | | |
| Describe your attendance goals for this event and identify steps used to achieve these goals. | <i>Our goal is 15,000 in attendance.</i> | | | | | | | | | | | | |
| Registration/Entrance fee per visitor (if any) | None | | | | | | | | | | | | |
| FUNDING AND MARKETING The organization applying for the grant is expected to make every effort to develop a viable budget and an effective marketing plan that is designed to promote your event to residents and visitors. | | | | | | | | | | | | | |
| Describe your budget . Please provide a budget list that includes any current expenditures as well as all projected event costs (rentals, entertainment, traffic control, safety, marketing, etc.). | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item/Description</th> <th>\$ Amount</th> </tr> </thead> <tbody> <tr> <td><i>See Attached Budget</i></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> | | Item/Description | \$ Amount | <i>See Attached Budget</i> | | | | | | | | | |
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| <i>See Attached Budget</i> | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| <i>(use a separate page if additional space is needed)</i> Do you have the prior year's event budget attached to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable | | | | | | | | | | | | | |
| Applicants are expected to obtain at least 50% of the expected costs. | | | | | | | | | | | | | |

| | |
|------------------------------------|----|
| Total costs for period of use | \$ |
| Funding requested from Council | \$ |
| Confirmed funds from other sources | \$ |

Describe your **marketing plan**. Please provide a detailed list of the media used, amount spent, type of product used (brochure, website, print ads, etc). Be prepared to identify the promotional opportunities which will create publicity for the Historic Downtown Mansfield area.

| Media/Product Type | Site/Location | Target Audience | \$ Amount | Will the Downtown Program be included in this promo? |
|-----------------------------|-----------------------------|---------------------|----------------|--|
| <i>I.e. 3,000 brochures</i> | <i>Bicycle shops in DFW</i> | <i>Cycling pros</i> | <i>\$2,000</i> | <input type="checkbox"/> |
| Billboards | | | | <input type="checkbox"/> |
| Mail Outs | | | | <input type="checkbox"/> |
| Social Media | | | | <input type="checkbox"/> |
| Website | | | | <input type="checkbox"/> |

(use a separate page if additional space is needed)

Total advertising/promotion budget for the specific activity/event for which you are applying:
15,000

What is your organization's direct contribution to the activity/event budget?

What other sources of funding are being used for this activity/event?
Sponsorships, Vendors, Beer Sales, T-shirt sales

Describe your **financial goals** for this event and identify steps used to achieve these goals:

What impact will funds from the Community Activation Grant Program have on the viability of this event:

The Community Activation Grant will give us the needed funding to get this event started and be successful for future events.

Recipients for community events/activities are required to offer in-kind event participation and other contributions of goods, services, or programs that will benefit the Historic Downtown Program and support its mission to provide for unique opportunities for business promotion and experiences for visitors and residents to support the community as a whole. Examples of such contributions may include: free vendor booth/table space at the event, VIP seating, event tickets, etc.

Describe the **in-kind event participation opportunity** you will provide.

| Item | Quantity | Cost Equivalent |
|--|----------|-----------------|
| <i>I.e. 10x10 booth space at event</i> | 1 | \$50 |
| | | |
| | | |
| | | |

SPECIAL NOTE: Grants from the Historic Downtown Mansfield Community Activation Grant Program must be used only for applicable reimbursements related to community activities. Expenditure of funds for unauthorized reimbursements will impact funding decisions and an applicant's future funding eligibility.

Applicants agree that they are responsible for ensuring that they comply with all licenses, health and safety considerations, planning regulations, insurance, rents, rates, and other operational requirements. If the applicant will be hosting vendors or selling merchandise on-site, they agree to utilize a Sales Tax I.D. Certificate within the City of Mansfield Zip Code 76063 sales boundary.

Applicants agree to indemnify and hold harmless the City of Mansfield/Historic Downtown Mansfield staff, volunteers, its employees and its agents, and City Council, in connection with any action, claim, lawsuit, charge, or proceeding, including but not limited to any civil action, based upon and/or arising out of the recipient's use of the funds provided by the City of Mansfield pursuant to this contract.

If approved, an offer will be made to the applicant in writing. Funding will be subject to a formal agreement to be signed by both parties. This will include the requirement for robust account-keeping

and monitoring of the impact on the business. Applicants should retain evidence of costs/expenses incurred in the form of receipts.

Failure to comply with these requirements may result in forfeiture of final payments, required reimbursements and/or disqualification from consideration of future applications. If you have any questions regarding any aspect of the Historic Downtown Mansfield Community Activation Grant Program, call 817-276-4264.

APPLICANT

Coffey Global LLC

06/28/2021

Organization Name

Date

Coffey Anderson

Signature of Authorized Representative

Printed Name of Authorized Representative

Application Attachments

In addition to this completed and signed application, include the following attachments when you submit your grant request:

- Itemized budget for proposed project
- Letter from the property owner providing approval for the proposed project
- Any other information deemed necessary by City of Mansfield staff in order to fully understand the project

Please note, any modifications or alterations to the proposed project(s) must be submitted in writing to the City of Mansfield, and is subject to approval by the Mansfield City Council.

Helpful Guidance

Regarding the **marketing plan**, if your project is selected, Historic Downtown Mansfield may require to be listed as an EVENT SPONSOR of your event or activity. Organizations shall comply with the following request for acknowledgement of sponsorship:

1. Include the line "This project was made possible, in part, by a grant from Historic Downtown Mansfield" in press releases and other literature.
2. All use of official logos shall be submitted in writing to Historic Downtown Mansfield.
3. Promotional pieces submitted to media outlets should be submitted simultaneously to Historic Downtown Mansfield. Historic Downtown Mansfield may be reached at 817-276-4264.
4. Each promotional piece must have a telephone number that can be called for more information.
5. Provide a website address for those seeking information.
6. Follow other/additional requirements as put forth in the award notification letter.

Supplemental Information - Coffey Anderson CAG Application

1. Please provide TABC and/or other permit fees.

TABC permit fee is \$250.00. Tarrant county permit fees will be increasing on August 1st.

2. Photographer/videographer: please provide information regarding their responsibility at the event.

Photographer and Videographer is for the event. We want to be able to document the event for future marketing as this is intended to be an annual event.

3. We will need you to provide a marketing plan in greater detail. Please do not forget that grant recipients are required to promote the Historic Downtown Mansfield program in all of your promotional activities.

The Freedom Fest Administration will be promoting the Downtown Historic Mansfield Area heavily. This will include but not limited to: Magazine Ads, Billboard Ads along I-35 headed towards Austin, Coffey Anderson will be providing Social Media commercials for each sponsor of the event for them to use on their social media platforms, Posters will be placed in businesses within a 20 mile radius (Burleson, Midlothian, Grand Prairie, Arlington, Venus, Rendon, Fort Worth, etc., We will be reaching out to our local newspapers, podcast etc. We will be working with our local downtown businesses and associations and helping to promote them alongside the event.

Marketing timeline:

1. Pre-event- Pre-event Page, Social Media Advertisements, Blog Post and Partner outreach.
2. Event Launch - Launch email Campaign, Press releases, blog and social media, Partnerships.
3. Day-to-day- Regular emails, social media and blogging, leadership and guest post, Paid Promotions
4. Last Call- Final Email Blast, Social Media and Blogging.
Attendee referrals, Text blast, and INFLUENCER OUTREACH.

4. The City Council may or may not require your group to match a certain percentage of the overall budget to grant funds. Please include any information whether it's funding, in-kind materials, etc that your group is contributing to hosting this event.

Coffey Anderson will be giving his time to create facebook commercials for the businesses/individuals that choose to help sponsor the event and we are working to get as many sponsors as possible. As of this time, we have acquired sponsors in the amount of \$30,500.

5. Describe your financial goals for this event and identify steps used to achieve these goals.

We are asking for help to allow this festival to be successful and help kick off our 1st year. Our administration will be working hard to acquire local businesses/individuals to help sponsor this event in hopes that next year we will not need as much help as this year. Klein Tools has graciously agreed to be our title sponsor for 2021 as well as a few others we have already acquired (this is huge for our downtown area). We aspire for this event to be a yearly event that surpasses the attendance of our wonderful Pickle Parade.

6. Describe the in-kind contribution opportunities you will provide to Historic Downtown Mansfield.

We would give 20 VIP tickets to raffle and 20 t-shirts (value \$2,400)
In addition to the VIP tickets we will place the Historic Downtown logo on ALL printed material. (Value \$5,000)

8. Please outline your fundraising strategy(ies) for this event.

Our fundraising will come from Sponsorships, Vendor Booths, Food Vendors and beer sales.

We are working diligently to acquire sponsorships for our event.

1. Title Sponsor 25,000 - Klein Tools
2. 10, 000 level
3. 5,000 level
4. 2, 500 level

Fundraising

Vendor Booths \$250 (48)

Food Vendor \$350 (15)

T-Shirt Sells at the event

Beer/wine Sells at the event

9. Please explain what the line item for Equipment \$19,000 includes.

Equipment cost: Generators/lighting for attendees/Cooler for Ice, etc.

10. Did the police provide you with a security plan, and will there be any associated costs for security?

Applicant met with police department to create a security plan. There are going to be approximately 50 officers on roofs and ground. Police explained the barricades and where officers will be stationed in regards to that. No cost was mentioned to the Applicant.

11. On your budget you have revenue from t-shirts listed as \$79,000. Was this supposed to be \$7,900?

Yes, that is a mistake. \$7,900 is the amount.

12. Beer/Wine: Are you selling drinks at alcohol tents that you will manage? Or will you be hiring mobile drink vendors (like food trucks but for alcohol)?

We are selling beer/wine and Coffey Global is taking care of this, we did not include an expense or income, but can provide the information if it is needed.

Permission from Private Property Owners:

- Teixera Property Management LLC, 202 N. Main St, 205 Smith St.
- Keziah Farrar/Rock Sheep Property Management, 105 E. Oak St., 139 N. Main St.
- Jalisco's, 102 W. Oak St.

Coffey Anderson's Patriotic Salute

Event Budget for Event Name: EXPENSES

| Site | Estimated | Actual |
|-------------------|--------------------|---------------|
| Barricades | \$8,500.00 | |
| Site staff | \$5,000.00 | |
| Equipment | \$19,000.00 | |
| Porta Potties | \$2,300.00 | |
| Tent Rental | \$13,137.00 | |
| Tables and chairs | \$0.00 | |
| Total | \$47,937.00 | \$0.00 |

| Kid Zone | Estimated | Actual |
|----------------|-------------------|---------------|
| Bounce House | \$3,000.00 | \$0.00 |
| Supplies | \$800.00 | |
| Ballon Twister | \$800.00 | |
| Balloons | | |
| Paper supplies | | |
| Total | \$4,600.00 | \$0.00 |

| Publicity | Estimated | Actual |
|-----------------------|--------------------|---------------|
| Graphics work | \$2,500.00 | \$0.00 |
| Billboards | \$5,000.00 | |
| Photocopying/Printing | \$2,500.00 | |
| Social Media | \$5,000.00 | |
| Total | \$15,000.00 | \$0.00 |

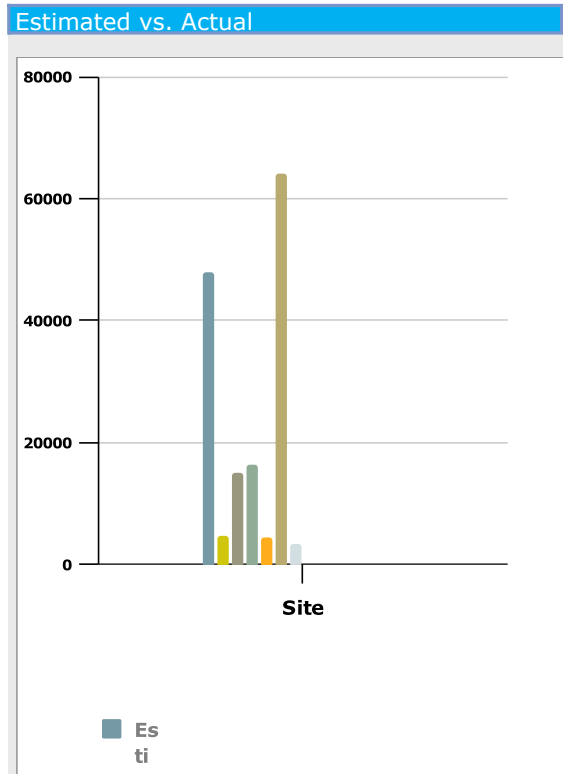
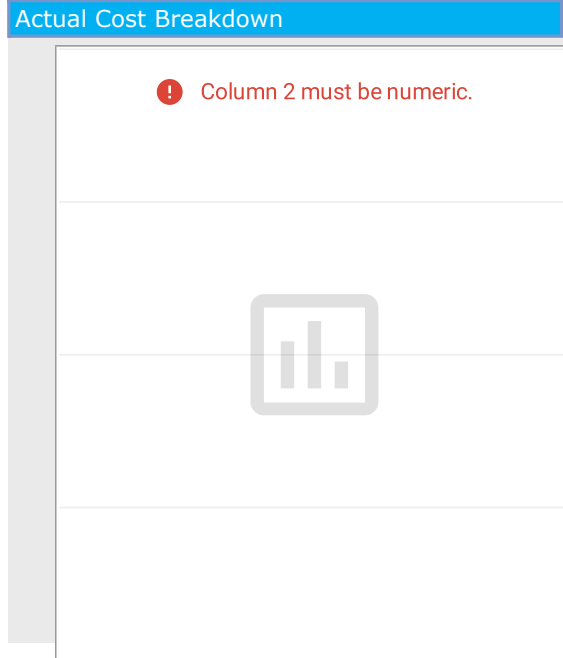
| Miscellaneous | Estimated | Actual |
|----------------|--------------------|---------------|
| Insurance | \$3,000.00 | |
| Transportation | \$8,000.00 | |
| Pickleball | \$1,500.00 | |
| Cornhole | \$1,500.00 | |
| ATM's | \$1,500.00 | |
| Sinage | \$1,000.00 | |
| Total | \$16,500.00 | \$0.00 |

| VIP Event | Estimated | Actual |
|----------------|-------------------|---------------|
| Food | \$1,000.00 | |
| Drinks | \$1,000.00 | |
| VIP Room Hotel | \$1,500.00 | |
| Hotel Rooms | \$1,000.00 | |
| Total | \$4,500.00 | \$0.00 |

| Program | Estimated | Actual |
|--------------|--------------------|---------------|
| Performers | \$40,000.00 | |
| Stage | \$19,000.00 | |
| Photography | \$2,500.00 | |
| Video | \$2,500.00 | |
| Other | | |
| Total | \$64,000.00 | \$0.00 |

| Prizes | Estimated | Actual |
|--------------------------|-------------------|---------------|
| Ribbons/Plaques/Trophies | \$1,500.00 | \$0.00 |
| T-shirts | \$2,000.00 | |
| Total | \$3,500.00 | \$0.00 |

| Total Expenses | Estimated | Actual |
|----------------|---------------------|---------------|
| | \$156,037.00 | \$0.00 |

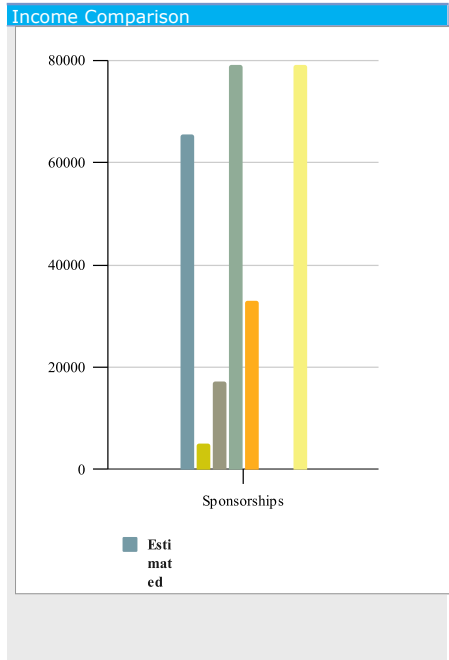


Made in Microsoft Office - Excel 2007

Coffey Anderson's Patri

Event Budget for Event Name: INCOME

| Sponsorships | | | Estimated | Actual |
|--------------------|---------------|-----------------|---------------------|---------------------|
| Estimated | Actual | | | |
| 1 | 1 | Title Sponsor @ | \$25,000.00 | \$25,000.00 |
| 1 | 0 | Red Sponsor @ | \$10,000.00 | \$0.00 |
| 1 | 0 | White Sponsor @ | \$5,000.00 | \$0.00 |
| 10 | 3 | Blue Sponsor @ | \$2,500.00 | \$7,500.00 |
| 1 | 1 | Individual @ | \$500.00 | \$500.00 |
| | | | \$65,500.00 | \$33,000.00 |
| VIP Tickets | | | Estimated | Actual |
| Estimated | Actual | | | |
| 50 | 0 | VIP Tickets @ | \$100.00 | \$5,000.00 |
| 0 | 0 | @ | \$10.00 | \$0.00 |
| 0 | 0 | @ | \$5.00 | \$0.00 |
| | | | \$5,000.00 | \$0.00 |
| Exhibitors/vendors | | | Estimated | Actual |
| Estimated | Actual | | | |
| 48 | 0 | Large booths @ | \$250.00 | \$12,000.00 |
| 15 | 0 | Food booths @ | \$350.00 | \$5,250.00 |
| 0 | 0 | @ | \$0.00 | \$0.00 |
| | | | \$17,250.00 | \$0.00 |
| Other | | | Estimated | Actual |
| Estimated | Actual | | | |
| 1 | 1 | Tshirts @ | \$79,000.00 | \$79,000.00 |
| 0 | 0 | Items @ | \$0.00 | \$0.00 |
| 0 | 0 | Items @ | \$0.00 | \$0.00 |
| 0 | 0 | Items @ | \$0.00 | \$0.00 |
| | | | \$79,000.00 | \$79,000.00 |
| Total Income | | | Estimated | Actual |
| | | | \$166,750.00 | \$112,000.00 |

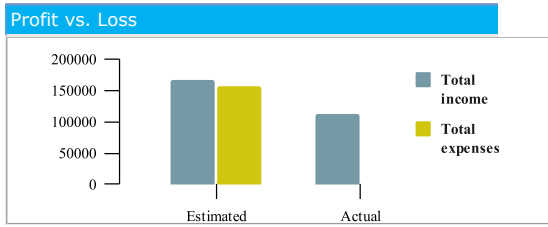


Coffey Anderson's Patriotic Salute

Event Budget for Event Name: PROFIT/LOSS SUMMARY

| | Estimated | Actual |
|----------------|--------------|--------------|
| Total income | \$166,750.00 | \$112,000.00 |
| Total expenses | \$156,037.00 | \$0.00 |

| Total profit (or loss) | | |
|------------------------|-------------|--------------|
| | \$10,713.00 | \$112,000.00 |





CITY OF MANSFIELD

1200 E. Broad St.
Mansfield, TX 76063
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STAFF REPORT

File Number: 21-4200

Agenda Date: 8/2/2021

Version: 1

Status: New Business

In Control: City Council

File Type: Special Event

Agenda Number:

Title

Request for Special Event Permit: Coffey Anderson's Freedom Fest 2021

Requested Action

Approval of the Special Event Permit for Coffey Anderson's Freedom Fest 2021

Recommendation

Staff has reviewed the application and recommends approval with the following comment:

Police Department:

Lt. Graves will be the incident commander for this event.

Fire Department:

All food truck are required to be inspected by the Mansfield Fire Marshal's office and the Tarrant County Health Department.

Environmental Department:

- 1) Adequate waste receptacles must be present to contain litter and food waste.
- 2) The event area shall be policed immediately after the event to collect any errant litter.
- 3) No surfaces discharges are permitted from the food vendors, to include hot bath water.

Parks and Recreation Department:

- 1) In order to utilize the parking lot of the Heritage Baptist Church for public event parking, applicant must obtain written permission from the appropriate representative from Heritage Baptist Church before the permit can be approved.
- 2) Approval does not include staffing or amenity support (i.e. trash cans) from the Parks and Recreation Department.

Public Works/Transportation Department:

Event planner has agreed to provide all required traffic control and "No Parking" signage.

Description/History

Freedom Fest 2021 will be held on September 11, 2021 between 12:00 and 9:00pm in the Historic Downtown Mansfield. This event is sponsored by Klein Tools. This event is to honor our country and first responders on the 20th anniversary of 9/11. This event will include vendors, food trucks, a kid zone, corn hole tournament, pickle ball tournament and will end with a concert by Coffey Anderson.

Justification

N/A

Funding Source

N/A

Prepared By

Shirley Emerson, Planner, Planning Department
817-276-4259



MANSFIELD
T E X A S
1200 East Broad Street, Mansfield, TX 76063
www.mansfieldtexas.gov Fax: 817-477-1416

Special Event Application

| | |
|--|--|
| Organization/Group: Coffey Global LLC | Date: 06/18/0221 |
| Applicant: Coffey Anderson | |
| Applicant's Address: 3960 Pine Leaf Lane, Prosper Tx 75078 | Phone No. 818-817-1093 |
| *Will be called or emailed for more information needed and/or when the permit is ready for pick-up | Email: Info@coffeyanderson.com |
| Address of Event: 100-700 Block of N Main Street | |
| Description & Activities: Music Festival, Live Stage, Arts and Crafts, Kids Zone, Bounce House, Vendors (Food & Drink) | |
| Date of Event: Sept. 11, 2021 | Hours of Event: Sat. 10am-10pm |
| Public Invited or Private Party? YES | Estimated Number of Attendees 10,000-15,000 |
| Is the event in a Mansfield Park? NO | *If yes, Insurance is required |
| Do you plan to Temporarily Close a Public Street? Yes | *If yes, Insurance is required |
| Is the event on Private Property other than your own? Yes | *If yes, signed permission is required |
| Will there be any new or temporary electric lines installed? NO | |
| *If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan. | |
| Will you be using generators? Yes | *If yes, show location on the site plan |
| Do you plan to have any Tents? No | *If yes, a separate permit is required. |
| Do you plan to have any pop-up canopies? Yes | |
| Do you plan to have any Promotional Signs? (banners, streamers, balloons) Yes | *If yes, a separate permit is required |
| City of Mansfield Assistance Requested: Yes | |
| Barricades/ Street Closure? Yes | *If yes, show on site plan where you want to have barricades. A resident roster must be submitted for a block party. |
| Police/Traffic Control/Security? Yes | *If yes, attach an explanation and the name of the person you are working with |
| <p>Please Read and Include the Following Information With This Application</p> <ul style="list-style-type: none"> • For all outdoor activities, a site plan must be attached. One can be provided if requested. You need to show where all items will be located on the site plan. • If Insurance is required, the City of Mansfield must be listed as "Additional Insured". • All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event. | |
| Applicant's Printed Name: | Applicant's Signature: |
| Coffey Anderson | |

